



State Of California  
California Commission On Teacher Credentialing  
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## California Commission on Teacher Credentialing Individualized Internship Certificate Agreement

Name of Applicant \_\_\_\_\_ SSN \_\_\_\_\_

### To be Completed by Employing Agency

I certify that the above named individual is serving as a teacher within the authorization of this certificate and is receiving support and supervision by the support provider named below:

\_\_\_\_\_  
*Name of Support Provider*

\_\_\_\_\_  
*Name of Human Resources Director*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Employing Agency*

\_\_\_\_\_  
*Signature of HR Director or Designee*

\_\_\_\_\_  
*Date*

### To be Completed by a College or University

I certify that the above named applicant has been formally admitted to the following Commission-accredited teacher preparation program:

☐ Multiple Subject

☐ Single Subject

☐ Education Specialist

Content area \_\_\_\_\_ Specialty area \_\_\_\_\_

I have informed the above named individual that he/she must develop a two-year Individualized Teacher Preparation Plan in cooperation with this institution during his/her first 90 days of employment. In addition, the following individual will be assigned to supervise the individual throughout the Individualized Internship Program Plan:

\_\_\_\_\_  
*Name of University Supervisor*

\_\_\_\_\_  
*Name of Faculty Advisor or Program Coordinator*

\_\_\_\_\_  
*Authorized Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Institution*

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Date*

### To be Completed by the Candidate

I understand I must develop a two-year Individualized Teacher Preparation Plan in cooperation with the above stated Commission-accredited teacher preparation institution during the first 90 days of my employment and complete the Individualized Internship Program within two years.

*With my signature I verify, under penalty of perjury and subject to audit by the Commission, that the foregoing information is true and correct.*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

### **Requirements for the Individualized Internship Certificate**

Each applicant for the Individualized Internship Certificate must meet the following:

- Baccalaureate degree or higher from a regionally accredited college or university;
- Passage of the California Basic Education Skills Test (CBEST);
- Verify knowledge of the subject to be taught by **one** of the following two methods:
  1. achieve a passing score on the appropriate subject matter examination(s). Information regarding the appropriate subject matter examination(s), including passing scores and registration, can be found in Verifying Subject Matter Competence leaflet CL-674M.
  2. complete a Commission-approved subject-matter program or its equivalent and obtain verification of completion from the authorized person in the education department of a California college or university with an accredited program
- Complete a course (two semester units or three quarter units) in the provisions and principles of the U.S. Constitution, **or** pass an examination in the subject given by a regionally-accredited community college, college, or university
- Character Identification

### **Instructions to the Employing Agency**

The employing agency must provide a support provider to the employee participating in the Individualized Internship Certificate. The name of the support provider is listed on the reverse side of this form. The signature of individual representing the employing agency attests that the employee has been notified that he or she will develop a two-year Individualized Teacher Preparation Plan within the first 90 days of employment.

### **Instructions to the College or University**

The college or university that offers a Commission-accredited teacher preparation program attests that the applicant is admitted to a teacher preparation program for the Individualized Internship Certificate and will be provided advisement and supervision during the period of the internship. The college or university must develop an Individualized Teacher Preparation Plan (ITPP) with the applicant within the first 90 days of employment. The ITTP should include the following:

- Course work that must be completed to achieve certification;
- Exams that must be completed to achieve certification;
- Field experiences that must be completed to achieve certification;
- Provision and schedule for completing the appropriate Teaching Performance Assessment (when implemented);
- Provision for the candidate to move into an induction program.

### **Instructions to the Applicant**

The applicant must develop a two-year Individualized Teacher Preparation Plan in cooperation with a college or university offering a Commission-accredited teacher preparation program during the first 90 days of employment and complete the Individualized Internship Certificate Program within two years.